

Bancroft Memorial Library
50 Hopedale Street
Hopedale, MA 01747
PHONE: (508) 634-2209 FAX: (508) 634-8095

Policy for the Use of the Library for Meetings or Programs

The Bancroft Memorial Library Program Room is available for recreational, civic, and educational purposes. Library programs and services have priority over all other activities.

Users of the Program Room agree to the following Program Room guidelines.

Program Room: 40 people

Reference Room: 10 people

Children's Room: 8 people

Equipment: Folding tables and stacking chairs

Audio-Visual Equipment: TV, DVD/VCR, wall screen, and cassette player.

User Fee: None

1. The Program Room is available to non-profit organizations. Organizations using the meeting room must have a policy of non-discrimination.
2. Meetings must be free and open to the public. Sale of any items must have prior approval of the Board of Trustees.
3. Requests to use the meeting space must be submitted in writing to and approved by the Library Director.
4. The room is available on a first-come, first-served basis with library programs having priority.
5. Use of the program room is permitted only during regular library hours or with prior written approval of the Library Director. *All programs must end 15 minutes before the library closes.*
6. The Bancroft Memorial Library staff will not be responsible for children while parents attend programs or activities. Parents are liable for all damages done by their children to library facilities or equipment.
7. All notices for distribution must have prior approval by the Library Director. Flyers may only be posted in approved locations in the Library.
8. Food and drink are permitted in the program room only; prior written approval is necessary. Combustible materials are prohibited.
9. Use of the program room carries with it the responsibility for accidents or damage which may occur to the building or equipment. Any damage must be reported to a staff member immediately. The User is fully responsible to pay for any repairs which might be the result of damage.
10. User of the room is responsible for leaving the room as it was found. Tables and chairs should be put away and room vacuumed if necessary.

11. The Bancroft Memorial Library Staff, Board of Trustees or the Town of Hopedale will not be responsible for any injury to persons or property that occur while the Program Room is used.

12. Failure to adhere to the Program Room guidelines and other library policies may result in denial of use of the Program Room for future events.

13. In the event of unforeseen or unusual circumstances, the Library reserves the right to cancel the use of the facilities.

14. The Library is not responsible for the cancellation of approval for use of the Program Room in the case of emergency (i.e. storm, power failure), which results in the closing of the Library.

15. The Board of Library Trustees establishes policy regarding the Program Room. The Library Director has authority for assigning Program Room as delegated by the Board of Trustees and is authorized to terminate or deny permission to any group whose policies violate these policies and regulations. The Director's interpretation of these regulations shall prevail subject to the final decision of the Board of Library Trustees. This policy will be reviewed annually.

I understand the regulations regarding the use of the Program Room at the Bancroft Memorial Library. I accept all responsibility for any damages that may occur while using the facility.

Date: _____
Signature of responsible party w/copy of photo ID

Date: _____
Director Approval

Approved September 12, 2005
Amended July 16, 2012